

Personal Mobile Device Policy



The following rules apply for the use of personal mobile phones and other mobile devices such as tablets;

The school accepts that employees/volunteers will bring their mobile phones/devices to work.

Mobile phones should not be used in a space where children are present (e.g. classroom, playgrounds or corridors).



Staff/volunteers are not permitted to make or receive calls or texts whilst in classrooms/learning areas. Calls/texts/personal emails can be made at break and lunchtimes in the designated area only. Our designated 'mobile' area is the admin office or staffroom.



Staff/volunteers should ensure that mobile phones are locked and turned off or silent at all times while on school premises. They should be kept in a bag that is locked in the classroom cupboard, away from public view.



Staff/volunteers are not at any time permitted to use personnel recording equipment on their mobile phones/devices, for example: to take photographs or videos of children.

Mobile devices should be password protected.

Should there be exceptional circumstances (e.g. acutely sick relative) then staff should make the Headteacher aware of this and agree access to the device.

Parents and carers should not use mobile devices on the school grounds unless in one of the designated areas (school office or staffroom)